

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Public Health Regional Manager

Class Code: 50350

A. Purpose:

Manages and supervises nutrition, communicable disease, and community health nursing services and staff to ensure community needs are met and services are properly delivered.

B. Distinguishing Feature:

Public Health Regional Manager is responsible for supervising staff in nutrition services, communicable disease services, and community health nursing services within a specific region.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews, selects, and terminates staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and determines disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
2. Manages and implements regional office operations and administrative functions to ensure program goals are met.
 - a. Monitors and promotes public health services and makes recommendations for improvement.
 - b. Interprets state and federal policies and procedures.
 - c. Develops and submits activity reports.
 - d. Recommends information to release to the media concerning public health activities including disease outbreaks.
 - e. Coordinates activities between public health nursing, nutrition, and communicable disease services and ensures ongoing communication between assigned team leaders.
 - f. Consults with appropriate department staff for technical assistance on service delivery and/or program staff.
 - g. Participates in the development of short and long-term goals and strategic planning.
 - h. Develops and implements policies and procedures for services.
 - i. Prepares proposals, requests, and justifications to assist in the budgetary process.
 - j. Directs and monitors complaint investigation activities.
 - k. Provides administrative direction and coordinates activities for special events.
3. Provides public health guidance and consultation to local health offices, local government agencies, health care providers, and community groups to ensure public health needs are met.
 - a. Responds to requests for information.
 - b. Coordinates program activities with other state, federal, and local agencies and private organizations.
 - c. Delivers presentations on public health programs and/or issues.
 - d. Develops and maintains effective working relationships with other health service agencies and private health care providers.

4. Maintains a quality control program within an assigned region to ensure compliance with proper program procedures.
 - a. Implements appropriate state and federal policies and procedures.
 - b. Ensures quality customer service is provided.
 - c. Reviews all quality assurance reports and initiates corrective action for all recommendations and/or deficiencies.
5. Identifies public health and program development needs to ensure the public's welfare.
 - a. Reviews results and develops reports to outline public health strengths, weaknesses, needs, networking activities, and available resources.
 - b. Establishes community health councils locally or regionally as appropriate.
6. Performs other work as assigned.

D. Reporting Relationships:

This position reports to the Community Health Services Administrator. Typically supervises Public Health Specialists, Dietitians/Nutritionists, Nutrition Educators, and Nutrition Assistants.

E. Challenges and Problems:

Challenges include ensuring quality care over a wide geographic area and among diverse age and population groups, keeping abreast of changes in public health service delivery and disease control, bringing different agencies and communities together to solve problems and/or develop solutions to problems, and planning for future program needs.

Problems include establishing and maintaining a communication network between staff and other programs; motivating staff; and interpreting policies and procedures as they apply to public health nursing, nutrition, and communicable disease services.

F. Decision-making Authority:

Decisions include prioritizing activities in the region, assigning caseload to staff, the course of action for disease control, how to implement and interpret policies and procedures and clarifying laws, identifying non-compliance with state and federal laws, hiring staff and conducting performance appraisals, and approving annual leave.

Decisions referred include media inquiries, formulation of policies, problems of an unusual or sensitive nature, scope of practice issues, and final approval of special projects and the budget.

G. Contact with Others:

Daily contact with local health care providers and other health care agencies regarding the delivery of public health services; weekly contact with department staff and/or managers in other programs to give or receive technical assistance; and occasional contact with regional county commissions to discuss public health needs and services.

H. Working Conditions:

The incumbent works in a typical office environment. Frequent travel is required to supervise multiple offices within a region.

I. Knowledge, Skills and Abilities:

Knowledge of:

- public health laws and regulations as they pertain to communicable diseases, community health nursing, and nutrition programs;
- philosophy, principles, practices, theories, and techniques of community health nursing and communicable disease prevention, treatment, and control;
- effective methods of supervision.

Ability to:

- communicate effectively;
- plan, supervise, and coordinate available resources;
- interpret and implement policies and procedures and state and federal regulations;
- establish and maintain effective working relationships with other health care professionals and the public;
- motivate and train staff;
- supervise multiple program areas and staff.